koninklijke Kuijpers

Project-ID

Manual

Registering yourself with Projectbox

PROJECTBOX®

11-2021

- You receive an e-mail from Projectbox that you have been invited to join a project. The e-mail contains a link to Projectbox to register your details, or to check your details if you are already registered in ProjectBox.

  Are you new to Projectbox? Click here

  Have you registered before? Please follow the steps below.

If you have previously registered with ProjectBox

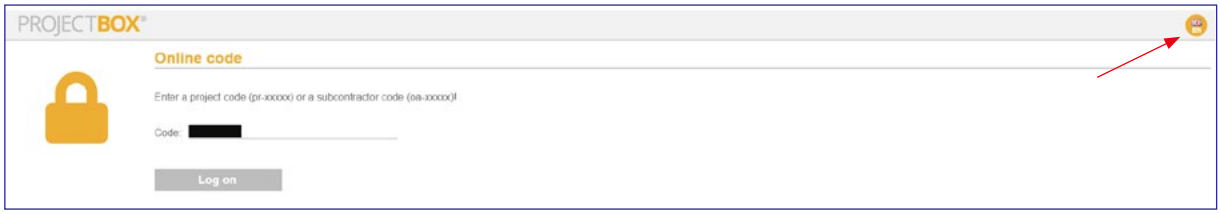
- Click the link in the e-mail you received.

  Logging in
  Please note: you already have an account. So, you do not have to create a new account. You can simply log in with your user name and password.

  Log in to Projectbox by clicking this link:
  https://online.deprojectbox.nl/code/

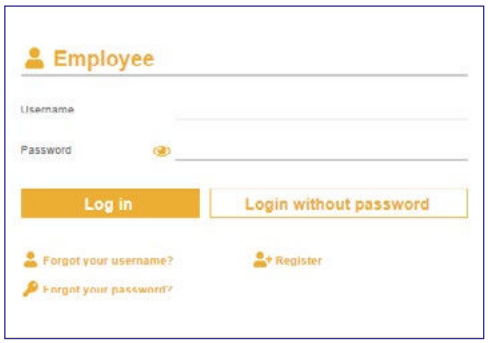
  If the link does not work, or if you cannot click it, then go to:
  https://online.deprojectbox.nl
  Your subcontractor code (onderaannemerscode) is:

- The default (standard) language is Dutch, if you want you can select a different language. Then click "Aanmelden/Log on".



- Select the relevant project in the list to continue.

- This will take you to the log in screen.



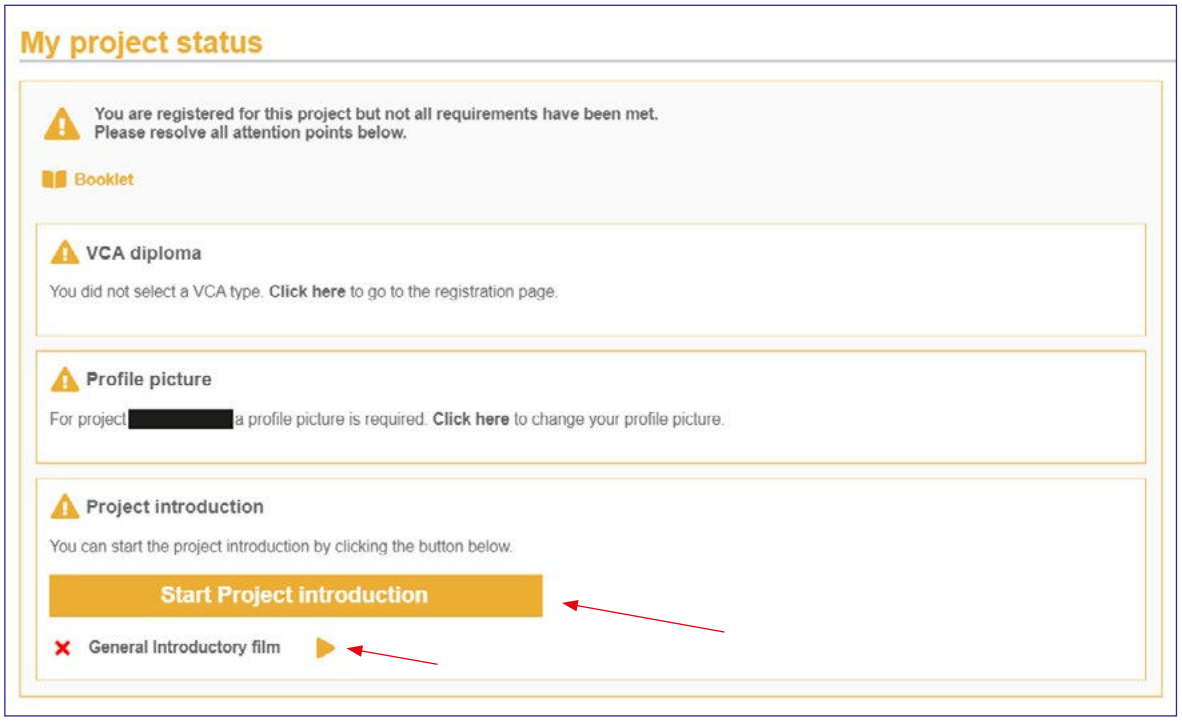
- Log in with your user name and password. If you have lost this information, then you can request it with "Gebruikersnaam vergeten/Forgot user name" and/or "Wachtwoord vergeten/Forgot password".

- Once you have logged in, please check your details. Then click "Bevestigen/Confirm" and go through all the steps.

  1. Education and training (e.g. VCA safety certificate), click "Volgende/Next"
  2. Profile photograph (you can add this now or later), click "Foto toevoegen/Add photograph" or click "Verder/Continue".

  Everyone (employee, contractor, subcontractor, etc.) working on our sites is issued with a personal pass which gives them access to Kuijpers sites. If there is no photograph, we cannot print a pass!

- You will eventually reach the "Mijn Projectstatus/My project status page". Depending on the project there may be additional information. This could include a general introduction video, or project-specific information. You can view that under "Projectintroductie/Project introduction".



- You have now been registered. Note: the first time you arrive at a project site you must show the gatekeeper/ construction manager the ID/passport you used to register with the system.

- You can now log out with .

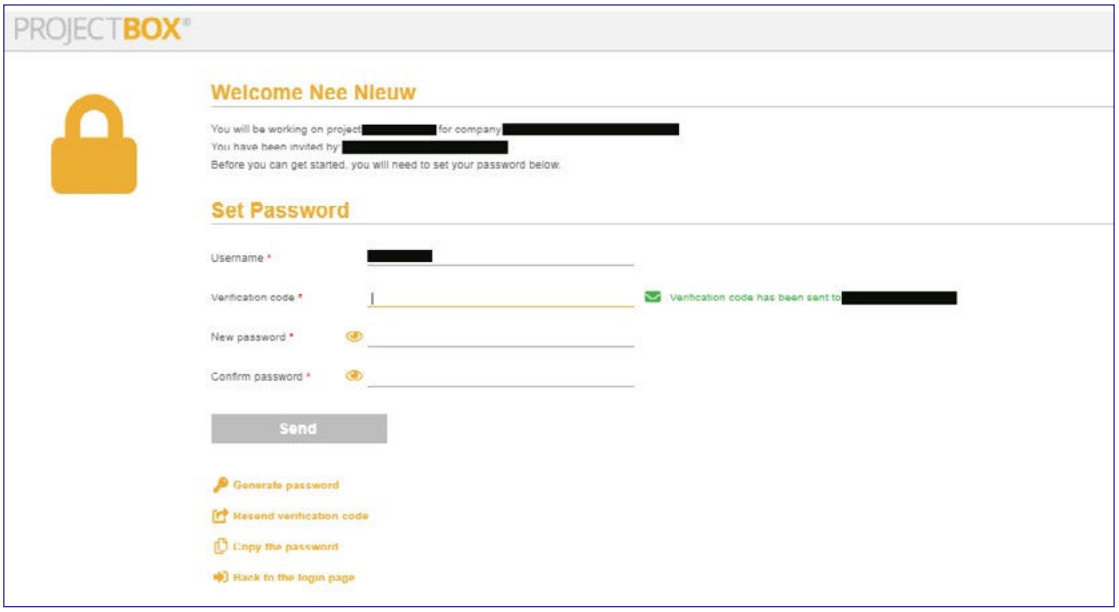
New to Projectbox

- Click the link in the e-mail you received.

Setting your password
Here is a link to set the password you use to log in to the system.
Klik hier om uw wachtwoord in te stellen
This password link is valid for 1 week, and you can use it only 1 time.

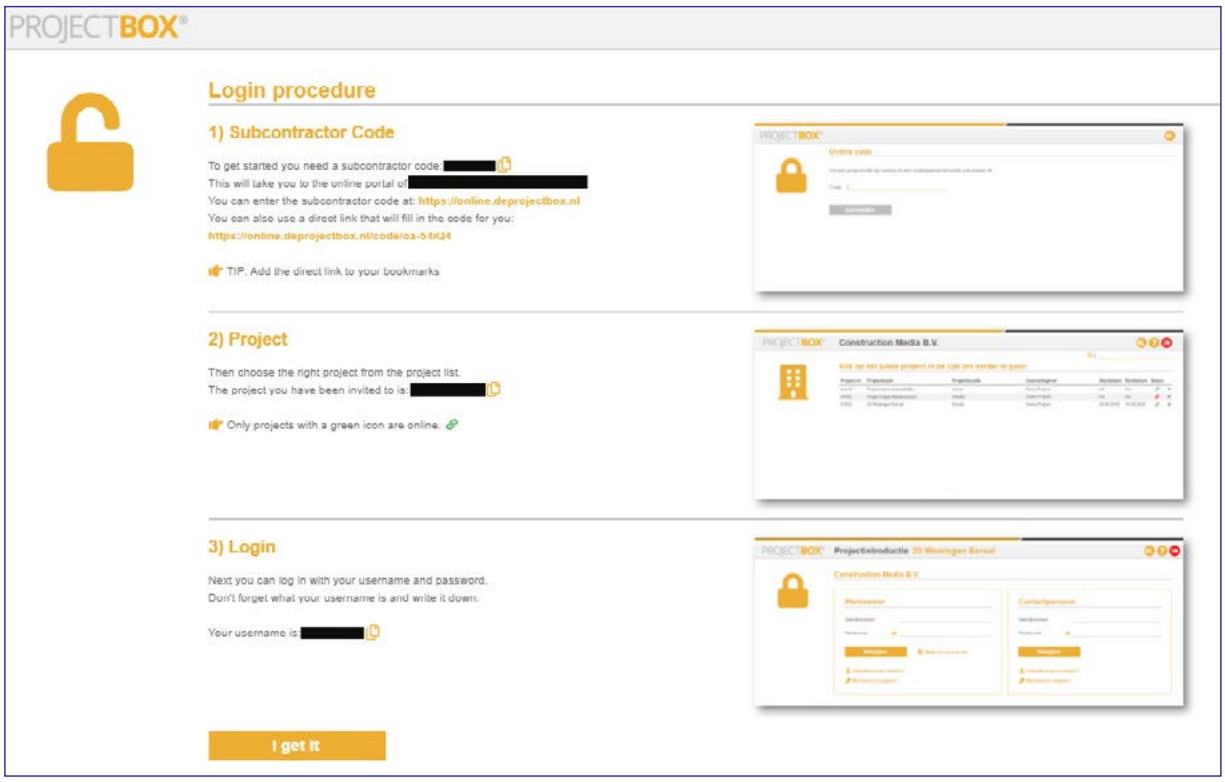
After you have set your password you can log in at https://online.deprojectbox.nl with your subcontractor code (onderaannemerscode) demo1 and your user name (gebruikersnaam)

- This will take you to the following screen.



- Enter the verification code (note: you will receive this in a separate e-mail).
- Choose a password and confirm it.
- Click "Send".

- This will take you to the following screen.

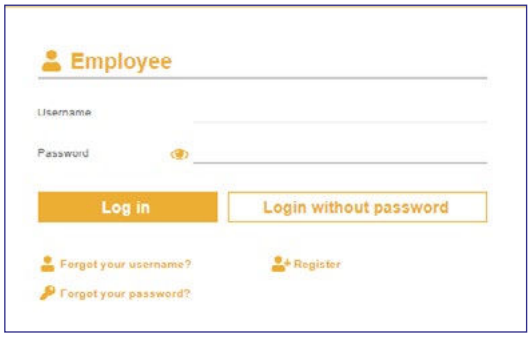


- Read everything and click "I get it".

- The following screen will appear. The default (standard) language is Dutch, if you want you can select a different language. Then click "Aanmelden/Log on".

- Select the relevant project in the list to continue.

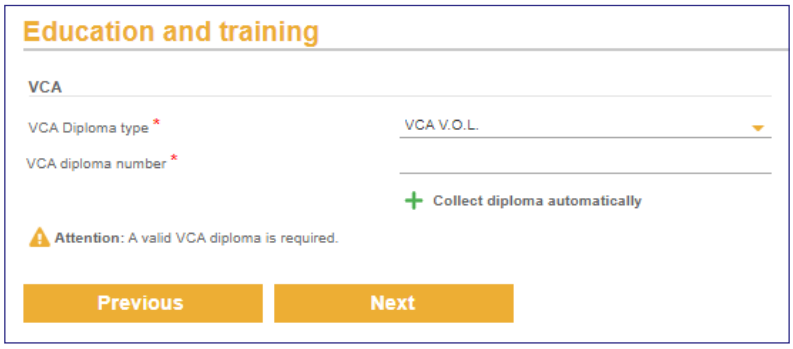
- This will take you to the log in screen.



- Log in with your user name and password.

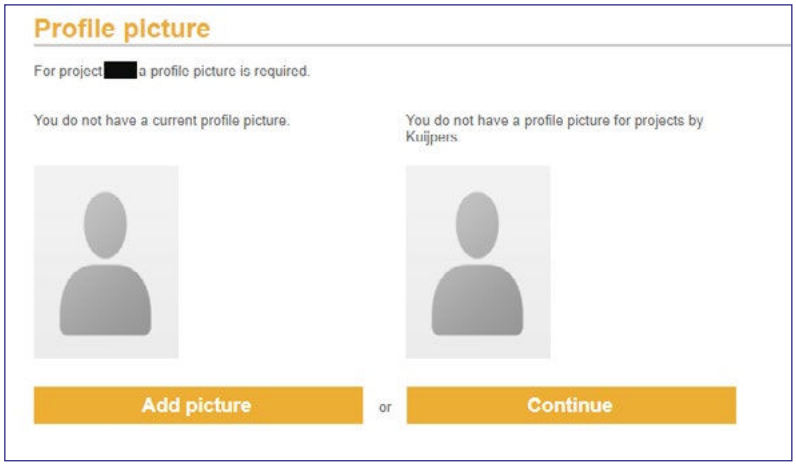
- Once you have logged in, check your details and add information where required. The fields marked with red asterisks are mandatory, you always have to enter information in them. Then click "Bevestigen/Confirm" and go through all the steps. If something incorrect or incomplete, the field will turn red and you will not be able to continue.

- Now indicate if you have a VCA certificate.
  Select the type of certificate you have, and enter the certificate number. The information is then retrieved when you click "Certificaat automatisch ophalen/Retrieve certificate details".



  If you do not have a VCA certificate, then select "Geen/None". Click "Volgende/Next" to continue.

- Add a photograph for your site access pass.
  Everyone (employee, contractor, subcontractor, etc.) working on our sites is issued with a personal pass which gives them access to Kuijpers sites. If there is no photograph, we cannot print a pass!
  You can take a picture with a webcam, or you can upload a photograph.



If you cannot add a photograph now, then click "volgende/next" to continue without a photograph.

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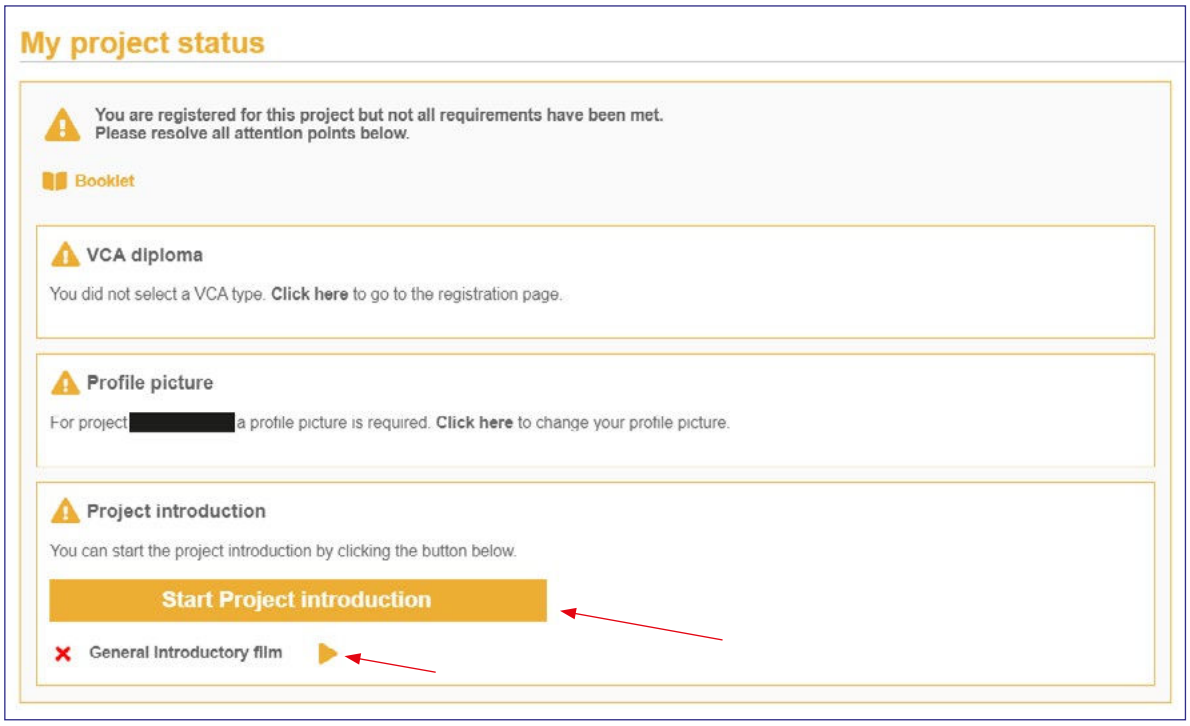

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